



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

JUL 30 2004

SFIM-HR-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

**SUBJECT: US Army Installation Management Agency Policy Memorandum # 27,
Obtaining Approval for Reduction In Force (RIF) and Transfer of Function (TOF) Actions**

1. REFERENCES.

a. DOD Directive 5410.10, February 2, 1960, Subject: Coordination and Clearance of Announcements of Personnel Reductions, Closures of Installations, and Reductions of Contract Operations Within the United States.

b. ASA(M&RA) memorandum, September 3, 1999, Subject: Planning and Conducting Reductions in Force (RIFs) to Implement A-76 Cost Competition Study Decisions.

c. SAMR-CP message, 231336Z January 1998, Subject: FY 98/99 Civilian Manpower Execution and Personnel Reduction Plan and Delegation of Authority and Processing Requirements for RIF and Voluntary Separation Incentive Pay.

d. DAPE-CPE message, 171955Z February 1994, Subject: Delegation of Authority-Reduction in Force and Voluntary Separation Incentive Pay.

2. PURPOSE. To supplement DoD and DA policy, and to provide the IMA processing procedures to request approval to separate any employee by RIF, or to process any TOF.

3. APPLICABILITY. These procedures are applicable to all appropriated fund civilian employees assigned to IMA.

4. POLICY

a. IMA has the authority to reorganize, revise or move a mission, change the skills mix in an organization, contract out, implement most efficient organization decision, or downsize to manage a mission more efficiently. These changes may impact one or more employees by RIF or RIF procedures, or result in the movement of one or more employees by TOF. The Administrative Assistant to the Secretary of the Army (AASA) retains the authority to approve any proposed personnel action that will result in the separation by RIF or change to lower grade of one or more employees, or the movement of one or more employees by TOF. Formal RIF notices will not be issued without the approval of the AASA. This includes notices that result in involuntary separations, changes to lower grade, or TOF.

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b. It is IMA policy to avoid, or minimize to the extent possible, involuntary employee separations resulting from RIF or TOF. To accomplish this, when involuntary separations are anticipated, activities will use VSIP and are encouraged to use other available downsizing tools to avoid or minimize adverse impact. Voluntary Early Retirement Authority, DoD Priority Placement Program, OPM Interagency Career Transition Assistance, and local outplacement initiatives are some of the programs available to increase voluntary separations.

c. Approval from AASA is required before any public announcement of RIF or TOF is made, and before any employee can be notified of impact by RIF or TOF. The approval process assures that DA Leadership is properly informed, and when appropriate, the public announcement is fully coordinated. The advance information required to obtain clearance varies, depending on the number of employees affected. More information is required if 50 or more employees will be separated by RIF or moved outside the commuting area by TOF. The number of employees affected refers to the actual number of employees to be moved or separated on the effective date of the personnel action.

5. PROCEDURES.

a. In order to avoid or minimize involuntary separations, regions/garrisons anticipating closure, RIF separations, or TOF outside the commuting area must offer VSIP to the affected workforce at least 30 days before RIF or TOF notices are issued.

b. A reassessment will be conducted upon closure of the VSIP window. If the reassessment verifies a continuing need for RIF, the Region Director/Garrison Commander, through the Region Director, will forward a signed memorandum requesting RIF authority. As an alternative, the RIF authority request may be submitted simultaneously with the VERA/VSIP authority request. If the use of VSIP and VERA negates the need for the use of RIF procedures, the Region Director/Garrison Commander, through the Region Director, will submit a memorandum stating that the requirement for RIF was negated based on the use of VERA, VSIP, outplacement activity, and other attrition.

c. If less than 50 involuntary separations are expected, the Region Director/Garrison Commander/Garrison Manager will attach a revised Realignment Fact Sheet, Small RIF based on the actions taken since the initial request for VERA /VSIP. A sample Realignment Fact Sheet, Small RIF is attached, Encl 2. No RIF or TOF announcement can be made and no notices can be issued to employees until the region/garrison receives approval from AASA through IMA command channels.

d. If 50 or more involuntary separations are expected after the VSIP/VERA open window, the Region Director/Garrison Commander/Garrison Manager, through the Region Director, will forward a signed memorandum requesting RIF or TOF authority. The Region Director will review and submit fully justified cases to HQIMA. HQIMA will seek approval from AASA.

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The request should include the following: Realignment Fact Sheet, Narrative Realignment Fact Sheet, Large RIF, draft Information for Members of Congress, draft Press Release with Questions and Answers, Environmental Impact documentation, Equal Employment Opportunity Impact documentation. Samples of those documents are at Encl 1-7. No RIF or TOF announcement can be made and no RIF or TOF letters can be issued to employees until the region/garrison receives RIF or TOF approval from AASA through IMA command channels.

e. Successful execution of reductions in force requires advance planning in order to obtain necessary approvals and to satisfy mandatory advance reporting requirements. The timelines at enclosure 8 must be adhered to by IMA activities as they prepare to execute reductions in force.

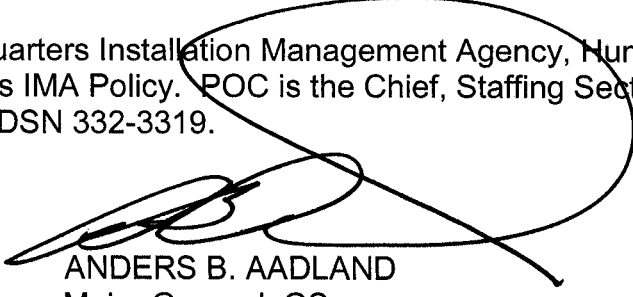
f. See the Office of Personnel Management Restructuring Information Handbooks for an extensive discussion of required and recommended procedures to manage a RIF or TOF. The Handbooks are posted on the OPM Website under RIF General.

g. HQIMA may request reports on specific aspects of program administration.

6. PROPONENT. The Headquarters Installation Management Agency, Human Resources Division is the proponent for this IMA Policy. POC is the Chief, Staffing Section, phone commercial (703) 602-3319 or DSN 332-3319.

Encls

1. Realignment Cover Sheet
2. Realignment Fact Sheet
3. Narrative RFS
4. IMC
5. Draft Press Release
6. EEO Impact Statement
7. Record of Environmental Consideration
8. Timelines



ANDERS B. AADLAND
Major General, GS
Director

REALIGNMENT FACT COVER SHEET

Small RIF
(Less than 50)

A. General Information:

1. Reporting Installation: IMA Region/IMA Garrison
2. Activity/Organization Undergoing Reduction: (comprises a single competitive area):
3. Activity/Organization's MACOM: Installation Management Agency/AASA
4. Activity's installation name (if different than #1 above): (IMA Garrison)
5. Activity geographical locations within the competitive area:
6. Activity ROC/UICs:
7. Number of Employees Assigned to the UICs:
 - a. Not in the competitive area:
 - b. In the competitive area:
8. Reduction Status Code:
 - a. Enter "C" when reduction is in the contingency or planning stages and it's unknown if a RIF will be needed:
 - b. Enter "N" when it is known that a RIF will not be needed to reduce to target level:
 - c. Enter "R" when it is expected that RIF/VSIP/VERA is needed to effect the reductions:
9. Reduction Reason Code:
 - a. Enter "R" when it is expected that a RIF/VSIP/VERA is needed to effect the reductions.
 - b. Enter "BRAC" when the reduction is the result of a Base Realignment and Closure (BRAC) action.
 - c. Enter "A-76" when the reduction is the result of the implementation of a commercial activity/privatization decision. Enter "Other" when reduction is for reasons not covered by one of the specific codes (provide explanation).
10. Effective Date of Reported Data in Item 7 and the Realignment Fact Sheet:

11. Target Data and Losses/Accessions are Projected Through (check appropriate box):

a. The End FY:

b. The RIF Effective Date (provide explanation): (i.e., 30 Jun 04; MEO implementation necessitates reduction as early in the fiscal year as possible.

12. Projected RIF Separations after VSIP/VERA: (Based on mock RIF results, attach list of projected involuntary separations by title, series and grade)

REALIGNMENT FACT COVER SHEET (continued)
Small RIF

B. Form Completion Instructions

1. Instructions are provided only for those entries that are not self-explanatory.
2. Entry 1g should reflect any position you anticipate would be vacant when the RIF is completed. This can include vacancies created by attrition during the course of the RIF if you anticipate that some of these positions will still be vacant. If any number other than "0" is entered in block 1g (projected vacancies remaining), a detailed explanation is required to document why these vacancies could not be used to place surplus employees.
3. Entry 2a = Strength of competitive area.
4. Entry 2d = TOF transfers outside the competitive area.
5. Entry 2e = Other Voluntary Losses. This entry includes all voluntary losses (i.e., resignations, optional retirements, reassignments out of the competitive area, leave without pay in excess of 30 days, etc.) Temporary and term employees whose appointments expire before the end of the FY (or effective date of the RIF) and temporary employees who are to be separated prior to the expiration date of their appointments are also included in this entry.
6. Entry 2f = $2c + 2d + 2e$.
7. Entry 2g = (RIF separations after use of VSIP/VERA)
8. Entry 2h = Other Involuntary Losses. Projected separations through adverse actions procedures, discontinued service and disability retirements are also included in this entry.
9. Entry 2i = $2g + 2h$

REALIGNMENT FACT COVER SHEET (continued)
Small RIF

C. Narrative Justification

1. If temporary employees will remain after the reduction action, explain why they are essential and why none of your surplus employees could perform the duties being performed by the temporary employees.
2. If the Reduction Status Code is "R" indicating that a RIF is needed, provide a detailed explanation of the reasons for the RIF.
3. If there are vacant positions after completion of the action (RFS 1g), explain why they were not/cannot be used to place the surplus employees. This should include a detailed explanation of the type of positions to be filled and the types of skills possessed by the surplus employees. This should also include an explanation as to why these positions will not be filled (from any source) by the RIF effective date.
4. Normally, 1e, 2b and 2k will be same number. When this is not the case, provide a narrative explanation of the variances. This will again explain why existing vacancies cannot be used to place the surplus employees and should include a detailed explanation of the types of positions to be filled and the types of skills possessed by the surplus employees. It is the same as the explanation for entry 1g.
5. Provide an explanation for the entry in 2j. If the entry is greater than zero, explain why these vacancies will be filled by external candidates during a RIF and could not be used to place surplus employees instead.

REALIGNMENT FACT SHEET

Small RIF

MACOM/HQ: AASA
Activity/Installation:

RIF Notification _____
RIF Request _____

Position Impact

1. Number of Positions	Permanent	Term	Temporary	Total
a. Authorized Prior to Action				
b. Minus Abolished By Action				
c. Minus Transferred from Activity				
d. Plus Transferred into Activity				
e. Equals Authorized After Action				
Other Position Information:				
f. Vacant Prior to Action				
g. Projected Vacancies				

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action				
b. Target Strength				
Projected Attrition				
c. Number of Approved VERA/VSIP				
d. TOF Transfers outside CA				
e. Plus Other Voluntary Losses				
f. Equals - Normal Attrition				
Projected Involuntary Losses				
g. Separation RIF (after VSIP/VERA)				
h. Plus - Other Involuntary Losses				
i. Equals - Total Involuntary Losses After VSIP/VERA				
j. Projected Accessions:				
k. Projected End Strength: Equals 2b. (2a minus 2f minus 2i plus 2j)				
3. Other Projected Information:				
a. Changes to Lower Grade				
b. Reassignments				

4. Projected RIF Letter Issue Date: _____ 5. Projected RIF Effective Date: _____
6. Projected TOF Letter Issue Date: _____ 7. Projected TOF Effective Date: _____

Encl 2

REALIGNMENT FACT SHEET

Large RIF/TOF

MACOM/HQ: AASA

Activity/Installation:

RIF Request _____

Position Impact

1. Number of Positions	Permanent	Term	Temporary	Total
a. Authorized Prior to Action				
b. Minus Abolished By Action				
c. Minus Transferred from Activity				
d. Plus Transferred into Activity				
e. Equals Authorized After Action				
Other Position Information:				
f. Vacant Prior to Action				
g. Projected Vacancies				

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action				
b. Target Strength				
Projected Attrition				
c. Number of Approved VERA/VSIP				
d. TOF Transfers outside CA				
e. Plus Other Voluntary Losses				
f. Equals - Normal Attrition				
Projected Involuntary Losses				
g. Separation RIF (after VSIP/VERA)				
h. Plus - Other Involuntary Losses				
i. Equals - Total Involuntary Losses After VSIP/VERA				
j. Projected Accessions:				
k. Projected End Strength: Equals 2b. (2a minus 2f minus 2i plus 2j)				
3. Other Projected Information:				
a. Changes to Lower Grade				
b. Reassignments				

4. Projected RIF Letter Issue Date: _____ 5. Projected RIF Effective Date: _____
 6. Projected TOF Letter Issue Date: _____ 7. Projected TOF Effective Date: _____

NARRATIVE REALIGNMENT FACT SHEET
Large RIF/TOF
(50 or more)

1. BACKGROUND AND MISSION:

- a. Organization undergoing reduction:
- b. Geographic location of organization:
- c. Mission:

2. NATURE OF THE ACTION:

3. DATE LETTERS WILL BE ISSUED:

4. REDUCTION-IN-FORCE (RIF) OR TRANSFER-OF-FUNCTION (TOF) EFFECTIVE DATE:

5. REASON FOR THE ACTION:

6. IMPACT OF THE ACTION: There were ____ civilian employees assigned to _____ as of _____. This action will result in elimination of _____ positions. Through the use of incentives to encourage voluntary separations and through other known attrition, _____ has reduced the number of employees subject to involuntary separation. With the use of Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA), outplacement efforts, and other projected attrition, the number of involuntary separations is expected to be reduced further. If all expected voluntary losses occur, the involuntary separations may be reduced to _____.

7. POSITION IMPACT:

- a. Positions prior to this action:
Permanent____; Term:____; Temporary____; Total____
- b. Vacant positions prior to this action:
Permanent____; Term:____; Temporary____; Total____
- c. Positions to be eliminated as a result of this action:
Permanent____; Term:____; Temporary ____; Total____
- d. Positions to be transferred from this activity during the period of this action:
Permanent____; Term____;Temporary____; Total____

Encl 3

e. Positions to be transferred to this activity during the period of this action:
Permanent___; Term___; Temporary___; Total___

f. Positions remaining at this activity after completion:
Permanent___; Term___; Temporary___; Total___

g. Positions to be changed to lower grade (CLG):
Permanent___; Term___; Temporary___; Total___

8. PERSONNEL IMPACT:

a. The total number of personnel on board prior to this action (Source: CPOL SF-113A report ME _____)
Permanent___; Term___; Temporary___; Total_____
Current on-board strength
(Source: CPOL SF-113A report ME _____)
Permanent ___; Term___; Temporary___; Total_____

NOTE: Use end-month strength figures from month prior to this report. Identify month, day, and year and source from which figures were drawn.

b. The total target end-strength:
Permanent___; Term___; Temporary___; Total ____

c. The total number of reductions:
Permanent___; Term___; Temporary___; Total ____

d. Actual optional retirements during the period of this action:
Permanent _____

Estimated additional optional retirements during the period of this action:
Permanent _____

e. Actual early retirements approved during the period of this action:
Permanent _____

Estimated additional early retirements to be approved during the period of this action:
Permanent _____

f. Actual other retirements approved during the period of this action:
Permanent _____

Estimated other retirements during the period of this action:
Permanent _____

g. Actual resignations during the period of this action:

Permanent__; Term__; Temporary __; Total _____

Estimated additional resignations during the period of this action:

Permanent__; Term__; Temporary __; Total _____

- h. Actual number of personnel placed with other Army or Federal activities during the period of this action:

Permanent__; Term__; Temporary __; Total _____

Estimated additional number of personnel to be placed with other Army or Federal activities during the period of this action:

Permanent__; Term__; Temporary __; Total _____

- i. Actual other attrition during the period of this action:

Permanent__; Term__; Temporary __; Total _____

Estimated additional other attrition during the period of this action:

Permanent__; Term__; Temporary __; Total _____

- j. Actual number of temporaries terminated or released as a result of this action: _____

Estimated number of additional temporaries to be terminated or released as a result of this action: _____

NOTE: The temporary work force must also be used as a reduction tool. Used wisely, the temporary work force can lessen the impact, thus project release as an alternative to RIF/TOF. Explain how the temporary work force, including any intermittent employees, will be used to minimize/prevent the RIF or TOF. Also, see CFR 351.602, Prohibitions.

- k. Actual number of employees transferred to other activities during the period of this action by TOF: _____

Estimated additional number of employees to be transferred to other activities during the period of this action by TOF: _____

- l. Actual number of employees transferred to this activity during the period of this action: _____

Estimated additional number of employees to be transferred to this activity during the period of this action: _____

- m. Estimated number of employees to be separated by RIF:

Permanent__; Term__; Total _____

- n. Estimated number of employees to be separated under adverse procedures as a result of TOF: _____

o. Estimated number of employees to be changed to lower grade (demoted): _____

p. Total number of employees who have already left voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG:

Permanent___; Term___; Temporary___; Total _____

Estimated additional number of employees who will leave voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG:

Permanent___; Term___; Temporary___; Total _____

q. Estimated number of employees on board after completion of this action:

Permanent___; Term___; Temporary___; Total _____

r. Estimated number of vacant positions remaining after completion of this action:

Permanent___; Term___; Temporary___; Total _____

9. Estimated annual cost savings: \$ Million

INFORMATION FOR MEMBERS OF CONGRESS

The following wording must be used in the IMC (no creative writing allowed):

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at the {RFS #1a and #1b}. This action is the result of {RFS #5}.

{Enter first 11 items from IMC/DPR Sentence Formula below}

We have reduced the impact of this action on civilian employees through aggressive outplacement effort, normal attrition, reassignments, hiring controls, and separation incentives including early retirement. A window of opportunity for Voluntary Separation Incentive Pay (VSIP) was open from {Month, Day, Year} until {Month, Day, Year}. The continued use of VSIP, Voluntary Early Retirement Authority, and other outplacement efforts is expected to reduce the number of permanent employee involuntary separations to {RFS #8m}. All possible placement efforts are being explored to assist affected employees.

{Enter last 2 items from IMC/DPR Sentence Formula}

IMC/DPR Sentence Formula

In Organization,
there are currently ## authorized positions.
Of the ## positions
will be eliminated.
There are currently ## employees on board
It is estimated that ## will resign or retire,
will be placed elsewhere,
temporary employees will be terminated
and up to ## may be separated by RIF.
On Month Day, Year,
positions
and ## employees will remain.
Notices will be given to affected employees
not earlier than Month, Day, Year.
The notices will be effective not earlier than
Month, Day, Year.

RFS
1a
7a
7a
7c
8a
8d thru 8g
8h
8j
8m
4
7f
8q
3
4

Encl 4

**DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D. C.**

INFORMATION FOR MEMBERS OF CONGRESS

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at the _____ located in _____, _____. This action is the result of _____.

At _____ there are currently _____ authorized positions. Of those _____ positions, _____ will be eliminated. There are currently _____ employees on board. It is estimated that _____ will resign or retire, _____ will be placed elsewhere, _____ temporary employees will be terminated, and up to _____ may be separated by RIF. On _____, _____ positions and _____ employees will remain.

We have reduced the impact of this action on civilian employees through aggressive outplacement efforts, normal attrition, reassignments, hiring controls, and separation incentives including early retirement. An initial window of opportunity for Voluntary Separation Incentive Pay (VSIP) was open from _____ to _____. The continued use of VSIP, Voluntary Early Retirement Authority, and other outplacement efforts is expected to reduce the number of permanent employee involuntary separations to _____. All possible placement efforts are being explored to assist affected employees.

Notices will be given to affected employees not earlier than _____. The notices will be effective not earlier than _____.

FURNISHED BY:

Office, Chief of
Legislative Liaison

Draft Press Release (DPR)

The following wording must be used in the DPR (no creative writing allowed):

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at the {RFS #1a and #1b}. This action is the result of {RFS #5}.

{Enter first 11 items from IMC/DPR Sentence Formula}

We have reduced the impact of this action on civilian employees through aggressive outplacement effort, normal attrition, reassignments, hiring controls, and separation incentives including early retirement. A window of opportunity for Voluntary Separation Incentive Pay (VSIP) was open from {Month, Day, Year} until {Month, Day, Year}. The continued use of VSIP, Voluntary Early Retirement Authority, and other outplacement efforts is expected to reduce the number of permanent employee involuntary separations to {RFS #8m}. All possible placement efforts are being explored to assist affected employees.

This action is expected to save the Department of the Army an estimated {RFS #9} annually.

{Enter last 2 items from IMC/DPR Sentence Formula}

IMC/DPR Sentence Formula

In Organization,
there are currently ## authorized positions.
Of the ## positions
will be eliminated.
There are currently ## employees on board
It is estimated that ## will resign or retire,
will be placed elsewhere,
temporary employees will be terminated
and up to ## may be separated by RIF.
On Month, Day, Year,
positions
and ## employees will remain.
Notices will be given to affected employees
not earlier than Month, Day, Year.
The notices will be effective not earlier than
Month, Day, Year.

RFS
1a
7a
7a
7c
8a
8d thru 8g
8h
8j
8m
4
7f
8q
3
4

For additional information, contact {insert name and phone number of the POC at the affected installation}.

DRAFT PRESS RELEASE

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at the _____ located in _____, _____. This action is the result of _____.

At _____ there are currently _____ authorized positions. Of those _____ positions, _____ will be eliminated. There are currently _____ employees on board. It is estimated that _____ will resign or retire, _____ will be placed elsewhere, _____ temporary employees will be terminated, and up to _____ may be separated by RIF. On _____, _____ positions and _____ employees will remain.

We have reduced the impact of this action on civilian employees through aggressive outplacement efforts, normal attrition, reassignments, hiring controls, and separation incentives including early retirement. An initial window of opportunity for Voluntary Separation Incentive Pay (VSIP) was open from _____ to _____. The continued use of VSIP, Voluntary Early Retirement Authority (VERA), and other outplacement efforts is expected to reduce the number of permanent employee involuntary separations to _____. All possible placement efforts are being explored to assist affected employees.

This action is expected to save the Department of the Army an estimated \$ _____ million annually.

Notices will be given to affected employees not earlier than _____. All actions will be completed not earlier than _____.

For additional information, contact {insert name and phone number of the POC at the affected installation}.

Proposed Questions and Answers

The following wording must be used in the Questions and Answers (additional Questions and Answers may be included, but these are the minimum required):

Q1: What is the reason for this reduction in force?

A1: {RFS #5}.

Q2: How many civilian employees are projected to be involuntarily separated as a result of this action?

A2: Up to {RFS #8m} civilian employees are projected to be involuntarily separated as a result of this action.

Q3: When will the affected employees be notified that their jobs have been eliminated?

A3: Employees will be provided a minimum of 60 days advance notice before effective date of the reduction. Specific notices are projected to be issued no earlier than {RFS #3} with an effective date no earlier than {RFS #4}.

Q4: What will happen to the remaining employees?

A4: Of the {RFS #7c} positions to be eliminated, only {RFS #7c - (#7a - #8a)} are encumbered. There have already been {actuals in RFS #8d + 8e + 8g} employees approved for voluntary separation (retirement or resignation) with incentive pay. It is anticipated that an additional {estimated additional from RFS #8d + 8e + 8f + 8h + 8i} employees will retire, resign or find jobs with other activities. In addition, {RFS #8j} temporary employees will be terminated.

Q5: What assistance will be provided to employees who actually lose their jobs?

A5: Career employees will be given assistance in continuing their careers as employees of the Defense Department through the Priority Placement Program. Employees will also be given placement assistance for positions in other federal agencies and the private sector through the Interagency Career Transition Assistance Program, Defense Outplacement Referral System and State Employment Service. Eligible employees will also receive severance pay.

Equal Employment Opportunity Impact Assessment

This document is normally prepared by the EEO office. The EEO Office may use any appropriate wording to describe the impact of the RIF on representation of women and minorities. However, ensure that the number used to represent Total Civilian Work Force (CWF) before the action is the same as RFS #8a and that the number used to represent Total CWF after the RIF is the same as RFS #8q. Also ensure the percentages are consistently computed and check basic math computations to ensure the following:

Total CWF = Total Men in CWF + Total Women in CWF

Total Women in CWF = Non-Minority Women in CWF + Minority Women in CWF

Total Men in CWF = Non-Minority Men in CWF + Minority Men in CWF

Total Minorities in CWF = Minority Women in CWF + Minority Men in CWF

Total Non-Minorities in CWF = Non-Minority Women in CWF + Non-Minority Men in CWF

Asian/Pacific Islander + American Indian/Alaskan Native + African American + Hispanic in CWF = Total Minorities in CWF

EQUAL EMPLOYMENT OPPORTUNITY ASSESSMENT

_____ is anticipating a potential decrease of _____ permanent employees. This represents a _____% decrease in the work force. This _____% decrease will have the greatest impact on the representation of _____

Equal Employment Officer

CATEGORY	NUMBER (%) BEFORE ACTION	NUMBER (%) AFTER ACTION
(1) Total Work Force		
(2) Total Men in Work Force		
(3) Total Women in Work Force		
(a) Nonminority women in work force		
(b) Minority women in work force		
(4) Total nonminority in work force		
(5) Total minority in work force		
(a) Black		
(b) Hispanic		
(c) Asian American/Pacific Islander		
(d) American Indian/Alaskan Native		
(6) Total Individuals with disabilities in work force		
(7) Total Individuals with Targeted Disabilities		

Source:

Record of Environmental Consideration

This document is prepared in accordance with AR 200-2. The format follows:

PROJECT TITLE: Reduction in Force (RIF)

BRIEF DESCRIPTION: The {RFS #1a and #1b} proposes to reduce its civilian workforce by approximately {RFS #7c} permanent civilian positions. This action will reduce the workforce at {RFS #1a} from the current approximate {RFS #8a} civilian employees to a target of approximately {RFS #8q} civilian employees. In conjunction with this action, no military personnel positions will be eliminated or transferred elsewhere.

ANTICIPATED DATE AND/OR DURATION OF PROPOSED ACTION:
Anticipated effective date of RIF is on or about {RFS #4}.

{Environmental office will enter description of environmental impact, or state that there will be no significant environmental impact, and provide an installation level environmental POC name and phone number.}

- Not required for an A-76 study.

RIF/VSIP/VERA TIMELINES

